

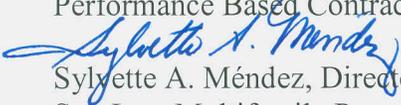


U. S. Department of Housing and Urban Development
San Juan Multifamily Program Center
Region IV

JAN 26 2009

CIRCULAR LETTER-09-01

MEMORANDUM FOR: Owners, Management Agents of Section 8 Properties with a Performance Based Contract Administrator (PBCA) in Puerto Rico

FROM: 
Sylvette A. Méndez, Director
San Juan Multifamily Program Center

SUBJECT: Section 8 Monthly Vouchers

The purpose of this communication is to clarify current guidelines regarding monthly transmissions to TRACS through your Performance Based Contract Administrator (PBCA).

Owners of all Section 8 properties are responsible for processing tenant certifications, tenant recertifications, and subsidy billings using automated software that conforms HUD specifications. Back in 2000, the Puerto Rico Housing Finance Authority (PRHFA) was contracted by HUD, to review these transactions and pay the monthly voucher for approximately 160 Section 8 contracts in Puerto Rico.

OWNER RESPONSIBILITIES:

All owners must:

- Electronically transmit data either directly or through a service provider to the PRHFA. [REFERENCE: 24 CFR Part 208] The deadline for transmission of vouchers and all related TRACS files supporting the voucher is the 10th calendar day of the month directly preceding the voucher payment month.¹ Vouchers submitted after this deadline date may risk late payment.
- Obtain a TRACS-compliant software to produce certifications and subsidy billings from a vendor who certifies that the software is compliant with HUD requirements. Keep software up-to-date and licenses current.
- Maintain the site data.
- Fax copy to the PRHFA the signed voucher. **DO NOT** use a cover sheet when faxing the documents. (document faxed should not differ from MAT 30 submitted for the same month)

¹ For example, the February voucher TRACS transmission would be due January 10.

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination.

- Sign and obtain the signature of the head, spouse, co-head, and all adult family members on the copy of the HUD-50059 certifying to the information that is transmitted.² [REFERENCE: HUD Handbook 4350.3 REV-1, Chapter 9]
- Review and correct any errors detected by TRACS and the PRHFA.
- Resubmit data when corrected.
- Provide PRHFA with copy of the HUD-50059, when requested.
- Submit an approved special claim within **90 calendar days** of the approval date. Claim ID provided by the PRHFA must be included in the voucher. Form HUD-52670-A part 2 must also be included.
- Contact software vendor for troubleshooting advice and guidance on how to submit a correction, deletion, etc.
- Contact the Multifamily Help Desk Online toll free at 800-767-7588, after consulting the software vendor for further advice, if needed.
- Keep a signed paper copy of the subsidy vouchers for at least five (5) years.

For TRACS operating tips and errors messages definitions please refer to the MAT User Guide. It is available at <http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm>.

PUERTO RICO HOUSING FINANCE AUTHORITY RESPONSIBILITIES:

As PBCA, the Puerto Rico Housing Finance Authority must:

- Support receipt of electronic transmissions of certification/recertification and voucher data from the projects they administer.
- Review and identify data errors to be corrected by the owner.
- **Not** require electronic submission from owners that go beyond TRACS data submission requirements. (This office has requested from the PRHFA to modify LIVES to be view-only. No entries should be allowed)
- Confirm the receipt of both, the faxed voucher and the MAT 30. Confirmation of MAT 30 receipt is already available through LIVES.
- Follow up with the owner until both transmissions are received. Vouchers will **NOT** be paid until all documentation has been received and reviewed.
- Assure that active certifications are in TRACS for all tenants covered by the voucher.
- Identify and provide owners with a list of non-fatal errors to be rejected by the PRHFA until resolution. Messages should be returned using an error code that TRACS does not use.
- Transmit all non-fatal certifications to TRACS (unless they were included in the list mentioned in above bullet).

² HUD-50059s should be submitted throughout the month as the completed data is available. HUD-50059s supporting a voucher must be transmitted prior to voucher transmission. [REFERENCE: HUD Handbook 4350.3 REV-1, Figure 9-2]

- Provide the owner with a report informing the voucher was submitted for payment and detailing adjustments made. This report will also indicate the approved amount.
- Assure their software limitations **do not** dictate what is paid and what is not. Any software problems is PRHFA's responsibility to resolve.
- Respond to owner/agent's request to submit transactions that already have been approved/paid but that are missing in the TRACS database. An example would be move-outs. If the transaction was already submitted by the owner and accepted by PRHFA, then the owner cannot be required to manually enter the transaction in LIVES. A TRACS Multi-family Move-Out Request Form (see attachment) should be filled out if needed. The form can be downloaded from <http://www.hud.gov/offices/hsg/mflh/trx/trxdocs.cfm>.
- Pay the old HAP until receipt of a new annual recertification or 15 months has passed or the tenant is terminated, whichever occurs first.
- Return all TRACS generated messages to owners without alteration.
- **Not** request electronic or other proof of move-out for a terminated household prior to allowing another tenant to move-in or transfer in to the unit occupied by the terminated household. Once the termination occurs, the household is no longer PRHFA's responsibility. If PRHFA receives a move-in for a unit occupied by a terminated tenant, their software must not reject the transaction. It would be acceptable to issue an informational message saying what appears to be happening and that the previously terminated tenant is no longer considered as residing in the unit.

However, if a special claim is submitted for a unit occupied by a terminated tenant, HUD rules require that a move-out transaction be sent to TRACS to support the claim. Site software must offer a feature that allows for the creation and transmission of a MO record for the subsidy type of the household just before they were terminated.

Thank you for your cooperation.